

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Employee Relations
Chapter:	Disciplinary Action and Grievance Procedures for DHHS Educators
Current Effective Date:	4/2/12
Revision History:	8/1/04, 7/1/03
Original Effective Date:	3/1/98

Purpose

The purpose of this policy is to provide guidance to managers, supervisors and human resources staff members in appropriately responding to educators' performance, conduct and reduction in force (RIF) issues and related grievances.

Policy

It is the department's policy to establish and implement a system of human resources administration, including disciplinary and grievance procedures for its educators, consistent with the provisions in Chapter 115C-325 of the North Carolina General Statutes.

Implementation

Educators employed in DHHS are bound by the procedures outlined in NCGS 115C-325 as related to his or her performance, conduct, and reduction in force (RIF) issues and related grievances.

Supervisors of educators and HR staff in DHHS facilities and programs shall use NCGS 115C-325 when disciplining a DHHS educator for performance or conduct issues, reducing educators in force (RIF), and/or managing related grievances. The DHHS Assistant Superintendent of Schools provides technical support for these procedures and advises the DHHS Superintendent of Schools of any of these actions involving DHHS educators. The DHHS Assistant Superintendent of Schools shall work in collaboration with all school administrators and HR managers to ensure that the procedures in the statute are implemented with fidelity.

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).